

Town of Centreville

Water and Sewer Allocation Policy

I. PURPOSE

a. The purpose of this policy shall be to provide guidance for the allocation of available water and sewer capacity for the Town of Centreville. It is in the Town's best interest to establish a clear and orderly process for the distribution of available municipal infrastructure and to provide for the long term needs of the community.

b. On March 17, 2005, the Town adopted its Capacity Management Plan in an effort to establish priorities for sewer allocation and to provide quantitative commitments to specific categories of water and sewer users. This Plan was established on principles of equity, commitment, stewardship and community. The Capacity Management Plan forms the basis of this allocation policy and is incorporated by reference as "Exhibit A". The consistent application of a sound water and sewer allocation strategy will ensure public health, protect the environment and provide for the prospective needs of the community.

II. DEFINITIONS

Unless otherwise defined in the Charter and Code of the Town of Centreville, the following terms shall be defined as follows:

1 a. edu (Equivalent dwelling unit) - a standard unit of measure equal to the
2 estimated daily sewer flow related to a single family residential unit. The
3 standard unit shall be equivalent to 200 gallons per day (GPD).

4 b. existing lot – a recorded parcel of land, as of December 1, 2005, eligible for
5 development according to prevailing and applicable zoning ordinances.

6 c. existing subdivision – a parcel of land documented with a recorded plat having
7 received final approval by the Centreville Planning Commission prior to
8 December 1, 2005.

9 d. water and sewer connection fees - collectable from the owner upon application
10 for a building permit, these fees shall offset the operating and administrative
11 expenses to the Town related to establishing new connections to and providing
12 services from the water and sewer systems of the Town. The fees shall be
13 collected in accordance with each unit or utility billing account to be established
14 related to the project.

15 e. water and sewer allocation fees – collectable from the owner as described
16 herein, these fees shall offset the current and planned capital expenditures
17 related to providing water and sewer services to the Town of Centreville. These
18 fees shall be established, calculated and collected as provided for in this chapter.

19 f. allocation – the reserved commitment of water and sewer service for a
20 proposed or planned project. The allocation shall be comprised of the number of
21 EDUs required for a project and shall be based on a specific use and scope as
22 indicated in the drawings and documentation submitted to the Town.

III. CALCULATION OF EDU REQUIREMENTS

a. The allocation for a single family residential unit shall require one EDU.

b. For other than a single family residential unit, the number of EDUs required for a project shall be based on the specific use and scope as presented to the Town.

c. Unless otherwise provided for below, the calculation of the number of EDUs required for a project shall be based on “MDE Guidelines for Estimating Water and/or Wastewater Flow”-Maryland Department of the Environment, July, 2005, attached as “Exhibit B”.

d. If a project is not adequately addressed in the table described in §c., above, the Town may consult its engineer or other technical resources to estimate the required EDUs.

e. The Town may also consider historical or representative data from similar projects of like use and scope in calculating the required EDUs for a project.

f. The calculation of the required EDUs shall result in whole numbers. If the division of total estimated flow by 200 GPD results in a fractional portion, the result shall be rounded to the nearest whole number.

g. The Town shall monitor water consumption as an indication of actual sewer flow. Sewer flow shall be considered to be 85% of metered water consumption. If, after a minimum of one year, the required EDUs calculation underestimated or over estimated the required flow by 200 GPD or more, the Town shall be entitled or required to make the respective adjustment. If the Town is entitled to collect for additional allocation, the fee shall be calculated using the rate applicable at the time of the original approval. If the Town overestimated the required flow, the

owner shall receive a refund of the applicable allocation fee, less a 10% administrative fee, based on the rate applicable at the time of the original approval. Assessments for additional allocations or refunds are to be calculated using only whole numbered EDUs as in §f. above.

IV. AUTHORITY

a. The authority to approve the allocation of water and sewer capacity shall reside with the Town Council of Centreville.

b. The Town Council may delegate the administrative functions related to water and sewer allocations to the Town Manager.

V. ADMINISTRATION

a. The Capacity Management Plan and its amendments shall provide for the general distribution of available sewer capacity to be approved by the Town Council. The Plan divides available capacity into specific use categories to be available within a given period of time. Allocations shall be available within a given category on a “first come – first served” basis, subject to the provisions of this chapter.

b. Projects shall generally be considered eligible to reserve water and sewer capacity in the time order in which they received final site plan or subdivision approval from the Planning Commission, including any contingent requirements as prescribed by the Planning Commission

1 c. For projects receiving final site plan or subdivision approval from the Planning
2 Commission prior to December 1, 2005 and having met all requirements as
3 prescribed by the Planning Commission;

4 1. Within 90 days of effective date of this ordinance, an owner may
5 reserve the allocations required for their project by submitting an
6 application to the Town Council.

7 2. The application for the required allocations shall include a non-
8 refundable deposit 10% of the prevailing water and sewer allocation fees.

9 3. The water and sewer allocation shall be considered reserved for a
10 period of one year from the date of approval by the Town Council.

11 4. The remaining balance due for water and sewer allocations shall be
12 payable upon the submittal of an application for building permit.

13 5. Reserved water and sewer allocations shall expire if the related
14 application for building permit is not received within one year of initial
15 approval by the Town Council.

16 6. Expiration of reserved allocations shall not warrant a refund of the 10%
17 deposit or interest which may have been generated from the payment of
18 expired water and sewer allocations.

19 7. Prior to the issuance of a building permit, the Town Council may
20 consider a request for a six month extension of allocations if such
21 requests are submitted in writing at least 30 days prior to expiration. An
22 owner shall be eligible for two (2) six month extensions for a project.

1 d. For projects receiving final site plan or subdivision approval from the Planning
2 Commission after December 1, 2005 and having met all requirements as
3 prescribed by the Planning Commission;

4 1. After 90 days from the effective date of this ordinance and upon
5 approval of the Concept Plan, an owner may reserve the allocations
6 required for the project by submitting an application to the Town Council.

7 2. The application for the required allocations shall include a non-
8 refundable deposit 10% of the prevailing water and sewer allocation fees.

9 3. The remaining balance due for water and sewer allocations shall be
10 payable upon the submittal of an application for building permit.

11 e. During the first 90 days after the effective date of this ordinance, the Town
12 Council shall ensure needs of prior approved projects described in §(c) above
13 have been met in accordance with the Capacity Management Plan and §(c)
14 above prior to the commitment of capacity for subsequent projects.

15 f. Unless previously secured as part of the processes described in §(c) or §(d)
16 above, the application for the water and sewer allocation and related fees for a
17 project shall be included with the application for the related building permit.

18 g. Projects with approved building permits and having paid all applicable fees
19 may be eligible for a refund of a portion of the applicable water and sewer
20 allocation fees if the project is not completed. 10% of the applicable water and
21 sewer allocation fees and any interest that may have accrued shall be
22 considered non-refundable.

1 h. Building permit fees, related administrative fees and water and sewer
2 connection fees for projects not completed shall be non-refundable.

3 i. In the case of multi-use, mixed used, “flex” or “shell” buildings or other
4 situations where the final water and sewer requirements cannot be determined at
5 the time of construction, the owner shall propose the most likely requirements
6 expected. Subject to approval of the Town, the proposed use shall determine the
7 allocation fees to be collected in accordance with §(d) above. Upon application
8 for the building permit for the tenant fit-out, the actual use and related water and
9 sewer requirements shall be evaluated and adjusted as needed.

10 j. The allocation for a pre-existing building shall be considered to include the flow
11 associated with its previous use. The previous flow shall be determined using
12 actual consumption data or as otherwise provided in III. above. This
13 “grandfathered” flow shall be available for subsequent use of the building
14 provided the quarterly utility billing has been paid on a regular basis. There shall
15 be no refunds where the previous flow requirements exceed the subsequent
16 requirements of the new use.

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18 VI. TRANSFERABILITY

19 a. The award or approval of water and sewer allocations shall be considered
20 specific to the related parcel of land, as well as the type and scope of project
21 considered during the planning processes.

b. The water and sewer allocations approved related to a specific parcel are bound to that parcel and shall continue with such parcel upon change of ownership.

c. An owner may not transfer approved or reserved allocations to another project on the same or different parcel, regardless of ownership.

VII. FEES

a. A water and sewer allocation fee shall be established by the Town Council and shall be considered to apply on a per EDU basis.

b. The total water and sewer allocation charges for a project shall be calculated by multiplying the number of required EDUs, as determined in III. above, times the water and sewer allocation fee.

c. The water and sewer allocation fee shall be reviewed annually in order to provide adequate compensation for related capital expenditures.

d. The water and sewer allocation fee established by the Town Council shall continue until modified by the Council.

VIII. MONITORING

a. There shall be an annual review of water and sewer capacity by the Town Council.

b. Included in the review, the Town Council shall receive information on;

1. Year beginning and ending annual average daily flow, and

- 1 2. Total number of EDUs issued during the year, and
- 2 3. Available capacity, as of December 31st, and
- 3 4. Pending and approved projects which have not connected to the
- 4 system, and
- 5 5. Other information deemed relevant to water and sewer capacity.